

Certified Professional Guardian Board

It's Time to Recertify!

The due date for submission of recertification packets is **August 1, 2012**. If any part of the packet (form, fee, E&O declaration page or supporting documents) is received after August 1, 2012 the submission is considered late and late fees will be assessed. Packets received between:

- August 2 and August 31 incur a **\$50 late fee**;
- September 1 and September 31 incur a **\$100 late fee**; and
- after September 31, or not at all will result in **decertification**.

To ensure you continue to be a certified professional guardian (CPG) or a certified professional guardian agency (CPGA) submit the following:

- ☐ A completed and signed Certified Professional Guardian Annual Recertification Form.
- ☐ Annual dues (\$150 for active CPGs and CPGAs, \$75 for inactive CPGs and CPGAs). You may pay online with a credit card (see attached online payment instructions) or mail a check. If paying by check, please make check payable to the Administrative Office of the Courts.
- ☐ Declaration page from your Errors and Omissions (E & O) insurance policy (if you are required to have E & O insurance). If you're an individual CPG, make sure the policy is in your individual name not a business name. If you are covered by an agency's E & O insurance policy, make sure the agency representative indicates that you are covered on the agency's annual recertification form. The policy should be in the agency name if you're a CPGA.
- ☐ Copies of official documents explaining all "yes" answers to GR 23 E Disclosure questions (see Section 3 of the Certified Professional Guardian Annual Recertification Form).
- ☐ A copy of the resolution or minutes stating that the agency has new designated CPGs and a copy of the Acceptance of Designation Form, if the designated CPGs have changed.

Make a copy for your own records.

The recertification form and instructions on how to pay online are attached and can be found to the left. To show/hide these documents, click the paper clip icon.

Mail all forms and checks (if not paying online) to:

*Certified Professional Guardian Board
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170*